



Paycheck Guide

Your first paycheck will be mailed to your home address.

Pay Period	Check Dated
10 th – 24 th	1 st
25 th – 9 th	16 th

Once received, you will need to create a **Payline** account and download the form to set up your **Direct Deposit**.

Create Account:

- Go to Payline - <https://payline.doa.virginia.gov>
- Click "Forgot Password/New Account"
- Enter your Employee ID
- Click "Submit" and follow the instructions

Direct Deposit:

- Go to Payline - <https://payline.doa.virginia.gov>
- Click on Main Menu
- Click on Direct Deposit Form and follow the instructions
- Return the completed form and documentation to Payroll via scan, payroll@vacourts.gov, or fax 804-786-9753

If you have any questions and/or need assistance, please contact our Payroll Department at payroll@vacourts.gov